



CERTIFIED POLICE OFFICER DOCUMENTATION CHECKLIST

Please ensure that you complete **ALL** of the items below when you apply!

Application packets will be accepted ONLY in its entirety.

Lack of information or documentation may lead to disqualification!

- ☐ Employment Application is complete
 - All Questions have been answered
 - Signed
 - Dated
 - Social Security Number is provided
- ☐ "City of Miami Beach Applicant Agreement to Urinalysis and Other Selection Process for Police Officer" – signed and dated
- ☐ Pre-Screening Questionnaire
 - All Questions have been answered
 - Signed
 - Dated
- ☐ If claiming Veterans' Preference –
 - Appropriate Information is provided (page 4 of Employment Application)
 - Signature is provided in Veterans' Preference Claim area
 - Supporting Documentation is submitted
- ☐ Equal Employment Opportunity information is provided (voluntary, not a reason for disqualification)
- ☐ Referral Source is provided (voluntary, not a reason for disqualification)

Supporting Documentation is provided

- ☐ Proof of passing the Florida State Officer Certification Examination
 - Certification of Completion from Criminal Justice Standards and Training Commission (CJST) **OR**
 - Certification of Completion of Cross Over Training **OR**
 - Certification of Completion of Equivalency of Training and an Equivalency of Training Proficiency Demonstration
- ☐ Proof of Florida Driver's License
- ☐ Proof of Age
- ☐ Citizenship status documentation
- ☐ Evidence of High School diploma, its or "equivalent," or proof of post-secondary education
- ☐ If claiming Veterans' Preference, supporting documentation